

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR. TOPEKA, KS 66619	DATE 18 MAR 2021	ANNOUNCEMENT NO. 39-2021
OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	APPLICATIONS WILL BE ACCEPTED UNTIL 19 APR 2021, 1500 HRS	
MILITARY POSITION TITLE & NUMBER COMMAND & CONTROL OPERATIONS #0974402	MIL AFSC & GRADE 1C351/SSGT	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION 190 ARW FORBES FIELD ANGB, KS 66619	MINIMUM RANK A1C	MAXIMUM RANK SSGT
SELECTING SUPERVISOR CMSgt Christopher Cummings, CP Superintendent , 785-861-4371, christopher.cummings.2@us.af.mil		

AFSC SPECIALTY SUMMARY PER AFCD

Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports and defense readiness reporting systems. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and C2 Operations policies and procedures. Related DoD Occupational Subgroup: 125000.

AFSC DUTIES & RESPONSIBILITIES PER AFCD

Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Initiates, receives, and takes action on alert messages. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for

operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS). Establishes manpower, communications, equipment, and facility requirements.

Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs.

Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

JOB INFORMATION & QUALIFICATIONS

1. This position qualifies for Special Duty Assignment Pay per eligibility requirements.
2. Members who are not suitable for Career AGR may be considered for an Occasional Tour
3. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
4. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
8. Applicant must meet all requirements of ANGI 36-101.
9. Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered in accordance with AF Pamphlet 48-133, Physical Examination Techniques.
10. Certification by a Command Post Superintendent that the applicant is recommended and approved for entry and training into 1C3XX by the AFCFM IAW AFI 10-207, Command Posts. NOTE: This requirement applies to retraining applicants only.
11. No record of mental/emotional instability.
12. Must maintain certification according to AFI 10-207.
13. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
14. Specialty requires routine access to Top Secret material or similar environment.
15. Completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Program Management.
16. Reclassified and/or retraining personnel may enter the career field with a Secret clearance.
17. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD.
 - a. Must be able to lift more than 40 LBS
 - b. ASVAB requirements: G ≥ 57 and A ≥ 55
 - c. PULHES: 222121

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to paula.conley@us.af.mil.

Applications will include:

1. **Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
2. **Current Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pg PDF**
3. **Record Review RIP (from vMPF)**

NOTE:

1. Failure to provide all the required documents will result in application being returned without further action.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact TSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.